



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: FIREARMS/AUTHORIZATION TO CARRY FIREARMS	GENERAL ORDER NUMBER: 108
REFERENCES: M.S. §§ 626.553, 609.666, General Order 105:22 ATTACHMENTS: Attachment A – Authorized Firearms and Ammunition	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: B

The purpose of this General Order is to provide for the prompt review of all non-routine weapons discharges, ensuring compliance with the firearms policy of the Columbia Heights Police Department, and the appropriate reporting of findings to the Chief.

108:1 Discharge of Firearm

108:11 Discharge of Firearm

Officers are authorized to discharge firearms under the following circumstances:

- In situations where the use of deadly force is justified as defined in General Order 105, section 105:22.
- When necessary to dispatch sick or injured or dangerous animals; and
- In training exercises on an approved course of fire.

108:12 Exceptions

This section does not preclude officers from being involved in recreational hunting, shooting sports, and shooting competitions.

108:13 Warning Shots

Warning shots shall not be fired under any circumstances.

108:2 Reporting

108:21 Discharge of Firearm Report

Except for range practice, or when necessary to dispatch sick or injured or dangerous animals, any officer who discharges a weapon for any purpose shall notify their shift supervisor as soon as possible, and shall file a *Discharge of Firearm Report*.

108:22 Supervisor Review of ICR Report

The Captain shall review the report, and refer it to the Chief of Police. This shall be done on the same shift as the shooting, if possible.

108:23 Reporting to the Minnesota

Commissioner of Public Safety

Shooting incidents by sworn officers of the Department that relate to the use of deadly force shall be reported to the Minnesota Commissioner of Public Safety. Pursuant to Minnesota Statutes § 626.553, Subdivision 2, this report shall be filed by the Chief within thirty (30) days of the incident.

108:3 Firearms**108:31 Authorized Firearms**

Authorized firearms and equipment, and the division/specialty assignments in which they may be carried, shall be listed in Attachment A and updated as needed.

108:32 Firearm Alteration or Modification

Officers are expressly prohibited from making any alterations or modifications to their on-duty firearms. Any alterations or modifications shall be made by a department armorer.

108:33 Long Gun Assignment**108:331**

A long gun shall be assigned to each patrol vehicle.

108:332

Long guns may be directly issued to officers assigned to the Investigations and Administration divisions.

108:4 Off-Duty Firearms**108:41 Guidelines for Carrying Weapons Off-Duty**

Officers may carry their Department-issued, or other weapon, off duty under the following conditions:

- The officer is trained and authorized to carry the weapon;
- The officer shall have on their person their Police Department identification;
- The sidearm shall be carried concealed and not displayed, unless circumstances require display; and
- Department-issued ammunition shall be carried in, and for, the Department-issued weapon.

108:42 Use of Intoxicants

An officer shall not carry or display a weapon while consuming intoxicants.

108:43 Approved Personal Weapons

Officers who choose to carry an off-duty weapon, other than their Department-issued weapon, shall:

- Qualify annually with the weapon, supplying their own ammunition during the qualification;
- Not alter the weapon from the manufacturer's specifications; and
- Annually, the range officer shall provide an inspection form that is signed by the Department armorer identifying the type of off-duty weapon, and that states it is in good working condition.

108:44 Trigger Safety Locks

All sworn officers shall be issued a trigger safety lock for use with their Department-issued weapon. This safety mechanism may be used while off duty when storing the firearm in a location in which a child may gain access. The safety lock is intended to prevent the negligent storage of firearms (reference Minnesota Statutes § 609.666).

108:5 Ammunition**108:51 Department-Issued Ammunition**

The Department shall furnish both practice and duty ammunition. Only ammunition issued by the Department shall be used in a Department-issued weapon.

108:52 Ammunition Allocation**108:521**

Uniformed officers shall carry a minimum of two full reloads for their weapons.

108:522

All non-uniformed officers shall carry a minimum of one full reload for their weapon.

108:6 Training/Training Records**108:61 Participation Required**

Each officer shall participate, on duty if possible, in all training shoots scheduled by the range officer.

108:62 Excused Absence

Excused absences from scheduled firearms training sessions include:

- Vacation;
- Illness;
- Special duty detail; and
- Pre-approved absence authorized by the officer's supervisor.

108:63 Qualification

Each officer is expected to qualify at all scheduled qualification shoots.

Officers are required to attend all scheduled firearms training unless excused.

108:64 Failure to Qualify

The following actions shall be taken when an officer fails to qualify at a Department qualification shoot:

- If the failure was not due to weapons malfunction, the officer shall immediately attempt to re-qualify.
- If the re-qualification attempt is not successful, the range officer shall immediately notify, in writing, the Captain of the failure of the officer to qualify.
- The officer shall then be required, within the next week, to participate in an appropriate remedial training program under the direction of a range officer.
- Officers shall be offered continuous remedial training opportunities, and up to four attempts to qualify within a two-week period following the initial failure.
- Failure to qualify within the two-week period shall be reported, in writing, by the range officer to the Captain.

108:65 Removal from Duty

The Captain shall notify the Chief of the failure of an officer to qualify. The Chief may, at his/her discretion, remove the officer from duty.

108:66 Firearms Training Records

The training coordinator shall maintain firearms training data on each licensed officer, to include:

- A list of weapons for which the officer is qualified to carry;
- Records relating to weapon issuance and serial numbers;
- Documentation of repairs, alterations, and inspections completed on weapons; and
- Any remedial training completed by an officer.

108:7 Qualification Following Leave

Employees that take a leave exceeding ninety (90) days due to injury or illness shall be required to re-qualify prior to returning to work.

108:8 Inspections**108:81 Yearly Inspections**

Annually, the Department armorer shall inspect all weapons authorized for use by authorized Department employees.

108:82 Unexplained Alibi or Malfunction

Any weapon that has an alibi or malfunction that cannot be explained shall be inspected and documented by the Department armorer before it can be returned for duty.

108:83 New Weapon Inspection

The Department armorer shall inspect all weapons before being authorized or issued.

108:84 Certified Repairs

All repairs or alterations on authorized weapons must be made by a factory-certified gunsmith, or by the Department armorer.

108:85 Waiver of Provision

Any waiver of provision of this General Order must be made in writing by the Captain

BY ORDER OF:

Scott Nadeau, Chief of Police

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